

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: License Investigator SALARY RANGE: 322A: \$40,734 - \$46,232 Department or Agency Name: Revenue Division/Section/Unit: Motor Vehicles Assignment(s) / Comments: Shift and Days: 35.0 hour standard work week Restrictions/Limitations: Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/> Name of Bargaining Unit Union: Council 94 - Local 2884 There is* is not <input checked="" type="checkbox"/> X a Civil Service List for this position * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	CLASSIFICATION CODE: 02751500 REFERENCE POSITION NO.: 2556-10000-1740 APPLICATION PERIOD: 1/4/2013 - 1/11/2013 3 day grace period ends 1/14/2013 Job Location: Cranston, RI
	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
General Information to Candidate		
Statement of Duties	DUTIES / RESPONSIBILITIES: To perform field surveys and/or inspections of a technical nature in enforcing compliance with state laws and regulations for Motor Vehicle Dealers, to ascertain facts, obtain evidence and report violations or other findings; to explain the requirements of pertinent statutes and regulations to persons involved in such surveys and/or inspections; and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a senior high school; and Experience: Such as may have been gained through: employment in a position investigating, evaluating and mediating matters that relate to Motor Vehicle Dealers. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. SPECIAL REQUIREMENT: Must possess a valid motor vehicle operator's license issued by the State of Rhode Island and must maintain such license as a condition of employment.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Lisa Middleton Public Safety HR Service Center DMV - Cranston 600 New London Avenue Cranston, RI 02920 Telephone #: (401) 462-5818 E-mail address: lisa.middleton@hr.ri.gov TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)	



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